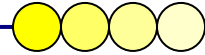




Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



HOUSING AUTHORITY OF LAKE COUNTY, ILLINOIS REQUEST FOR PROPOSALS

FOR TREE TRIMMING SERVICES

FOR LCHA MAIN OFFICE, LCHA SINGLE FAMILY HOUSING and SENIOR SITE BUILDINGS

The Lake County Housing Authority (LCHA) is requesting proposals to provide TREE TRIMMING SERVICES for LCHA's Main Office, LCHA Single Family Housing, and senior site buildings. The successful respondent must demonstrate an ability to perform the activities outlined in the Scope of Services in a timely and efficient manner.

Electronic responses to this solicitation will be received by the Lake County Housing Authority via e-mail at the address below until **10:00 a.m. local time on April 18, 2018.**

procurement@lakecountyha.org

Electronic responses should include "Tree Trimming Services" in the subject line.

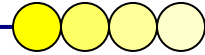
The LCHA, in its sole judgment, reserves the right to (i) amend, modify or withdraw this RFP, (ii) revise any requirements of this RFP, (iii) require supplemental statements or information from any respondent to this RFP, (iv) accept or reject any or all responses to this RFP, (v) revise the schedule to advertise, receive and review responses to this RFP, (vi) hold discussions with any respondents(s) to this RFP and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this RFP, and (vii) cancel and reissue, in whole or in part, this RFP if the LCHA, in its sole discretion, deems it to be in its best interest or that of the County. The LCHA may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party.

OWNER/MANAGER:

Lake County Housing Authority (LCHA)
33928 North U.S. Highway 45
Grayslake, Illinois 60030



Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



PROJECT LOCATIONS:

Shiloh Tower, 1525 27th St., Zion, Illinois 60099
Beach Haven Apartments, 730 Golfview Dr., Round Lake Beach, Illinois 60073
John Kuester Manor, 310 Osage, Wauconda, Illinois 60084
Hawley Manor, 22 & 42 Hawley, Grayslake, Illinois 60030
Orchard Manor, 465 Orchard, Antioch, Illinois 60002
Millview Manor, 801 Cunningham, Antioch, Illinois 60002
Warren Manor, 34425 Almond, Gurnee, Illinois 60031
LCHA Main Office 33928 N US Hwy 45, Grayslake
Assorted Various Single Family Homes located throughout in Lake County Illinois

Scope of Services:

The Lake County Housing Authority seeks a company to provide on demand services to the complexes listed above from May 1, 2018 to May 31, 2019 with LCHA's option to renew annually through 2023. LCHA will require the selected vendor to provide the services set forth below and furnish all equipment, personnel, and other materials necessary to provide such services.

The successful Respondent will be expected to provide services as listed.

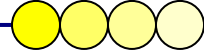
LCHA reserves the right to award the contract to multiple firms as best meets LCHA's needs.

SITE VISITS:

The sites are available for inspection at any time and must be visited for prospectus contractors to understand LCHA needs. Contractor must state acknowledgement of LCHA sites.

COST PROPOSAL:

The Respondent's proposals must include the following and as appropriate Illinois Prevailing Wage requirements must be followed:

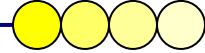


1. Hourly and material rates for all equipment and products anticipated to be used in the season
2. All holidays that will be billed at a higher rate and the hourly rate associated with the holiday.
3. Any additional charges for special request projects and response time for special requests
4. Additional charges for services when is considered excessive.
5. Standard invoicing procedures, LCHA requires invoicing to be listed by property.
6. Acknowledgement that Bidder has read and understands the local jurisdiction's rules and regulations pertaining to the work and that all work will be permitted with the municipality and completed according to its rules and regulations.
7. LCHA will need the following paperwork as the properties utilize federal funds:
 - a. Proposal must include all copies of LCHA bid documents as attached and executed by contractor along with certificate of insurance.
 - b. Statement of whether or not new employees will be hired to work on this project (Section 3 regulations must be followed when recruiting new employees. Ask LCHA for assistance.)
 - c. Completed form W-9.

ON DEMAND TREE WORK

Pruning, Stump Removal, and/or Tree Removal as authorized by the Contract Administrator (CA), services shall be provided in accordance with this agreement. Additional work shall be billed separately from the contract and in accordance with the bid prices provided on with the following format.

Tree Diameter Unit	Pruning Service	Stump Removal Only	Tree & Stump Removal
Up to 6" Each	\$ \$ \$		
Greater than 6"-12" Each	\$		
Greater than 12"-24" Each	\$		
Greater than 24"-36" Each	\$		
Greater than 36"-48" Each	\$		
Greater than 48"-60" Each	\$		
Greater than 60"-72" Each	\$		
Greater than 72" Each	\$		



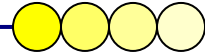
SPECIFICATIONS

The primary objectives of tree pruning services are to address and/or reduce potentially hazardous tree conditions. The CONTRACTOR shall use standard arboricultural practices that maintain and improve the overall general health and aesthetic appearance of the trees. Pruning practices shall be based upon the tree's predictable responses to pruning cuts and should correct problems rather than create new ones.

A copy of the pruning details, and notes for the CONTRACTOR's reference for all trees listings, and plot plans are attached.

TREE TRIMMING TERMINOLOGY

1. Branch Collar: The bark tissue formed between the branch and the main trunk; or, between any branches or limbs.
2. Compartmentalization: Process where tree bark closes over cut ends to create wound closure.
3. Crown: The part of the tree made of branches and leaves, from the lowest branches to the top of the tree.
4. Crown Cleaning: Removal of branches/limbs that are dead, dying, decayed, diseased, weakened, and/or damaged from the crown; clearing all excessive growth, including all epiphytes and vines.
5. Crown Containment and/or Reduction: Selective pruning shall include crown on all sides and top of crown; Removal of branches growing outside from and not part of the exterior surface of the crown; Selective pruning to provide directional pruning of branches away from obstacles such as buildings, roofs, flag poles, etc.; reduce drooping and excessive weights on long horizontal and semi-horizontal limbs by using thinning and drop-crotch methods; thinning branches back to suitable laterals.
6. Crown Raising: Removal of lower branches of the crown to provide adequate overhead clearances for pedestrian and vehicle traffic. Also called raising the ceiling of the tree.
7. Crown Thinning: Selective pruning of branches back to suitable laterals within the crown to increase light penetration, air movement, and reduce crown wind-sail effect, and reduce excessive branch end weights within the crown.
8. Crown Restoration: Restoration shall consist of selective pruning to improve the structure, form and appearance of trees that have been severely headed, vandalized, or damaged.



9. Dead and diseased wood: Dead or dying branches or woody tissue. Branches are dying where recovery will not occur and/or branches will never thrive.

10. Lion's Tail: THIS PRACTICE IS PROHIBITED; Conditions where limb or branch is bare of foliage except at the tips. The limb resembles the tail of a lion. Condition results from trimming operations, or tree's response to stub cutting limb.

11. Stump Grind: Mechanical grinding of the stump and any above and below grade roots to render the tree unable to grow.

12. Stub Cutting: THIS PRACTICE IS PROHIBITED; trimming operation where branches are cut too far from the branch collar to allow for compartmentalization of the cut end. Stub cut branches typically have no foliage.

13. Suckers: Vigorous, usually vertical shoots growing from tree root area.

14. Water sprouts: Vigorous, usually vertical shoots growing from above grade portion of the tree.

15. Topping or Heading: THIS PRACTICE IS PROHIBITED; trimming operation where crown height or spread is reduced by removing trunk, limbs, or branches without regard for compartmentalization of the cut end. This would be similar to stub cutting.

DESCRIPTION OF WORK

All work shall be performed in accordance with applicable federal, state, and county rules and regulations.

The CONTRACTOR shall obtain all necessary licenses, permits, and certifications required in full performance of this contract. Work shall also be in compliance with the current version of:

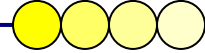
ANSI A300 Part 1: Tree, Shrub and Other Woody Plant Maintenance-Standard Practices (Pruning)

ANSI A300 Part 2: Tree, Shrub and Other Woody Plant Maintenance-Standard Practices (Fertilization)

ANSI A300 Part 3: Tree, Shrub and Other Woody Plant Maintenance-Standard Practices (Support Systems: Cabling, Bracing, and Guying)

ANSI A300 Part 4: Tree, Shrub and Other Woody Plant Maintenance-Standard Practices (Lightning Protection)

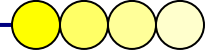
ANSI Z133.1-2006: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush-Safety Requirements.



TRIMMING REQUIREMENTS

The following are the principal items of work to be performed:

1. TREES: Trim and Shape – Unless otherwise indicated herein, trim and shape shall mean:
 - a. All trees shall be “Crown Cleaned” to include, but not be limited to: Removal of all stubs, watersprouts, suckers, dead, dying, diseased, damaged, and weakly attached branches; removal of all epiphytes, and vines.
 - b. All trees shall be “Crown Thinned” to include, but not be limited to: Clearing of all excessive growth; selective pruning of trees by use of thinning and drop-crotch methods to reduce excessive limb end-weights on long horizontal and semi-horizontal limbs; removal of cross and/or conflicting branches within the crown.
 - c. All trees shall be “Crown Contained” and/or “Crown Reduction” to include but not be limited to: Selective thinning and drop-crotch methods to reduce crown height; contain branches and/or limbs away from buildings, roofs, utilities, street lights, driveways, flag poles, fence lines, private property, between trees, and other obstacles.
 - d. All trees shall be “Crown Raised” to include, but not be limited to: Selective pruning of low branches and/or limbs to provide adequate overhead clearances away from vehicle and pedestrian traffic.
 - e. All trees that were previously topped require “Crown Restoration” work; one (1) to three (3) sprouts on main branch stubs are selected to become permanent branches and to reform a more natural appearing crown. Selected vigorous sprouts may need to be thinned to a lateral to control length of growth and ensure adequate attachment for the size of the sprout.
2. The following shall apply to all trees whether specifically identified or not:
 - a. Raise ceiling heights by minimum:
 - Eight (8) feet above pedestrian walkways.
 - Twelve (12) feet above driveways and parking.
 - Ten (10) feet above lawn and other planting areas.
 - Eight (8) to ten (10) feet over roofs.
 - Four (4) to six (6) feet over fences.
 - b. Clear crown from buildings, fence, private property, and other structure by two (2) to four (4) feet minimum.



- c. Clear front of signs so face is visible from all views.
- d. Clear flag poles by eight (8) to ten (10) feet.
- e. Clear light and utilities by four (4) to six (6) feet.
- f. Clear light fixture so light will illuminate designated areas.
- g. Clear electrical, telephone, cable, and other wires, by six (6) to eight (8) feet.

The CONTRACTOR shall make clean cuts close to the trunk without injuring the trunk and/or remaining branches.

1. Pruning service shall include, but not be limited to:
 - removal of dead, dying, diseased, damaged limbs, cross/conflicting branches;
 - selective pruning to reduce excessive limb end-weights on long horizontal and semi-horizontal limbs;
 - selective pruning to contain branches away from obstacles such as buildings, utilities, street lights, traffic signs, flag poles, and other such obstacles;
 - selective pruning to improve overhead clearances for vehicle and pedestrian traffic.

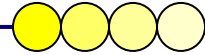
2. The CONTRACTOR shall collect and remove all tree trimmings and debris on the same day as it is generated. Trimmings and debris shall not be left unattended at the work site by the CONTRACTOR. Trimmings and debris shall be disposed of at the recycling facilities or disposal sites that meet requirements of all governmental agencies. There shall be no deviation pertaining to removal of trimmings and debris.

3. Stump removal shall include, but not be limited to, all tree debris. Stump and all exposed surface roots shall be ground six (6) inches to twelve (12) inches below ground level. All wood chips shall be removed and replaced with top-soil spread level with the surrounding grade.

4. Warranted tree removal due to the death of a tree that poses a potential risk to the public shall include, but not be limited to, all tree/palm debris and exposed surface roots that shall be ground six (6) inches to twelve (12) inches below ground level. All wood chips shall be removed and replaced with top-soil spread level with the surrounding grade.

SAFETY PRECAUTIONS

The CONTRACTOR shall perform the contract work to meet all accepted standards for safe practices.



The CONTRACTOR shall comply with all local, county, state, federal, or other legal requirements including, but not limited to, full compliance with the terms of the applicable Federal and State Occupational Safety and Health Act Safety Orders. All safety requirements shall be exercised including, but not be limited to, the use of safety harness, lanyards, safety guide ropes, chain or cable reinforced climbing belts, scabbards to hold cane knives when not held in the climber's hand, hardhats, shoes, eye protectors, traffic cones, signs, flags, and ropes to direct pedestrians and vehicles from hazards and rope rigging to safely lower heavy trimmings. Under no circumstances shall trimmers stick cane knives into the trunk of trees. THE CONTRACTOR SHALL NOT USE SPIKES ON ANY TREE with the exception to trees that may be designated for removal.

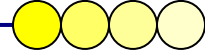
The CONTRACTOR shall provide effective safe precautions, signs, barricades, and other devices necessary for the safety of the general public. Effective means of pedestrian and vehicular traffic shall be instituted on every worksite where necessary and shall follow current Department of Transportation Standards and Guideline Work Zone Traffic Controls, or applicable state/local laws and regulations.

The CONTRACTOR shall take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of their fault or negligence. Whenever maintenance and repair work is performed during hours and the site is accessible to children, the CONTRACTOR shall not perform work until all safety type barricades are in place. The CONTRACTOR shall comply with all applicable safety regulations promulgated by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and other governmental agencies.

DAMAGES

In the event any accident, injury, or property damage arises from the performance of work, the CONTRACTOR shall immediately notify the CA and/or authorized representative and shall immediately locate the owner of any damaged property. If the CONTRACTOR cannot immediately locate the owner of any damaged property, a note shall be left informing the owner of financial responsibility and the method of contacting the CONTRACTOR for settlement of the damaged property. Any damage to buildings, structures, vehicles, irrigation systems, plants, all other non-contracted items in the perimeter area and adjoining properties shall be repaired and/or replaced by the CONTRACTOR's own expense and to the satisfaction of the CA and the injured party(s).

In the event a CONTRACTOR causes an outage or damage of any type to utility lines or equipment, the CONTRACTOR shall:



a. suspends all work, ensure that the job site is safe, attend to any injuries, and notify the appropriate utility company immediately. If utility lines or equipment are down, the CONTRACTOR shall not handle or touch the downed equipment and cone off and leave

the appropriate personnel on the site to ensure that the public is safe from electrical contacts and hazards.

b. Immediately notify the CA and/or authorized representative of the location of the outage and the extent of the damage.

c. Suspend all work until the CA and/or authorized representative obtains a clearance from the appropriate parties involved.

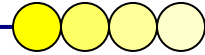
Only vehicles used to access trees for trimming purposes, dump trucks and chippers, shall be allowed to drive on lawn areas and walkways. No other equipment or vehicles of any type, including pickup trucks, shall be allowed on lawn areas and walkways. The CONTRACTOR shall inspect the areas prior to driving onto lawns to determine locations of sprinkler systems and any other above and/or below-grade utilities. The CONTRACTOR shall not drive on wet or muddy lawns where it is likely to cause ruts in the lawns. Ruts are considered "damage to the lawn" and shall be resolved by the CONTRACTOR at his own expense and to the satisfaction of the CA and the injured party(ies). Vehicles shall not be driven over above-grade tree roots and no closer than ten (10) feet from the base of the tree trunk.

CORRECTIVE ACTION

The CONTRACTOR shall be responsible to correct all deficiencies and/or discrepancies of all trees trimmed per this contract within one (1) week of notification. This corrective action shall include, but not be limited to, removal of stubs, dead, dying, dried, damaged branches; cracked/hanging branches.

SECURITY REQUIREMENTS

The CONTRACTOR's vehicles and personnel shall be properly identified via use of company signage/logos, uniforms, name tags, or identification cards. Smoking, drinking, or use of any other tobacco, alcoholic, or illegal substances is prohibited within property at all times.



Qualifications Statement

The Respondent's Proposal shall include:

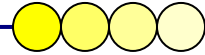
1. A general description of Respondent including the nature of the business or organization, a brief summary of its history, its size and organizational structure. This description should include an identification of any subcontractors proposed to be used by Respondent and their expertise;
2. The name, title (s) and contact information for the individual(s) authorized to negotiate and contractually bind Respondent.
PROPOSALS MUST BE SIGNED BY AN OFFICIAL AUTHORIZED TO CONTRACTUALLY BIND THE RESPONDENT.
3. The name, title (s) and contact information for the individual(s) who may be contacted by LCHA for purposes of clarification or the provision of additional information as necessary.
4. The name, title (s) and contact information for the individual(s) to be assigned to work with LCHA, including their current position with the organization. This should include identifying the individual who will have day-to-day responsibility for LCHA's site, along with a copy of their state issued driving record report. LCHA reserves the right at any time to request Contractor to remove and/or replace any assigned staff from LCHA properties.
5. Examples of three (3) residential project sites Respondent is currently working on, or has worked on in the past five years, that best demonstrate Respondent's ability to provide the requested services. These descriptions should include a description of the project, the time frame over which services were performed, and a client reference including full contact information.

CONTRACT EVALUATION

Price – 50 points

Qualifications – 50 pts.

The Lake County Housing Authority is exempt from sales and use taxes. Bidders may eliminate these taxes from the cost of supplies and materials included in their bids, if they will be purchased in Illinois. Only supplies and materials



purchased specifically for the LCHA project are eligible for the tax exemptions. LCHA will provide a copy of its tax exemption certificate.

Lake County Housing Authority only contracts with vendors that are qualified to perform the work at the sole discretion of LCHA. The Lake County Housing Authority reserves the right not to award a contract to anyone with a history of poor performance on projects performed for LCHA at the sole opinion and discretion of LCHA. References will be checked on the top two bidders. LCHA reserves the right not to award a contract to anyone whose references are less than satisfactory at the sole discretion of LCHA.

CONTRACT REQUIREMENTS:

- The successful Respondent will enter into a contract with the Lake County Housing Authority. Contractors are responsible for compliance with the LCHA contract and all applicable local and federal regulations by themselves and by their sub-contractors.
- Some funds used for this project are derived from federal funds; therefore certain regulatory requirements will be included in the contract for the relevant properties, including but not limited to Federal Wage Guidelines.
- Contractors must obtain the minimum insurance requirements, including workers' compensation insurance and show evidence of such coverage. The insurance requirements are listed at www.lakecountyha.org

RENEWAL OPTION:

This contract is initially executed for services pertaining to 2018-19 season only. LCHA Shall retain the right to renew this contract annually, at LCHA's option, to renew this contract for 4 additional one year terms, independently, for the years named in the RFP document that LCHA received pricing for, the total contract term shall not exceed five years. Contractor shall list any proposed yearly escalation clauses.

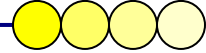
SUBMISSION OF RESPONSES

The RFP process will proceed according to the following anticipated schedule:

April 5, 2018 RFP Issued
April 12, 2018 Responses due by 10:00 a.m.
April 20, 2018 Notify Respondent of Selection
May 1, 2018 Deadline for execution of contract



Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



PROPOSAL SUBMITTAL:

ALL PROPOSALS MUST BE RECEIVED BY

April 18, 2018 AT 10:00 AM.

Proposal must include all copies of LCHA bid documents as attached and executed by contractor along with certificate of insurance

Proposals may be submitted in writing to the LCHA Main Office at 33928 N US Hwy 45, Grayslake or by e-mail at the following address:

procurement@lakecountyha.org

Responses received later than the date and time specified will be rejected or deemed nonconforming. LCHA assumes no responsibility or liability for late delivery or receipt of responses. Notification of selection or non-selection of all Respondents who submitted conforming responses will be posted when the selection process is final.